

6TH ANNUAL SES SUMMIT 2011-2012



Welcome Arizona SES Providers

Joan Curtis, M.Ed.
Crown Plaza Hotel

June 7, 2011

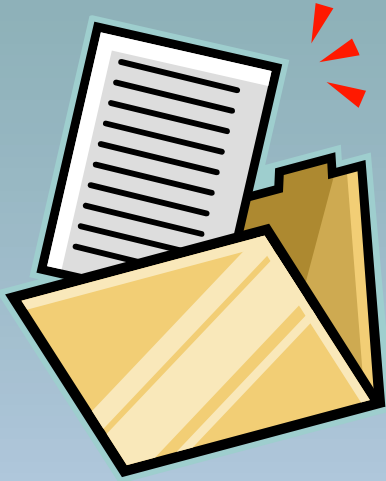


Agenda

June 7, 2011

8:30 AM - 9:30 AM	Check-In & Breakfast
9:30 AM - 9:45 AM	Welcome & Introductions <ul style="list-style-type: none">▪ Nancy Konitzer, Deputy Associate Superintendent Title I and NCLB Consolidated Activities Arizona Department of Education (ADE)
9:45 AM - 10:45 AM	Overview of SES <ul style="list-style-type: none">▪ Joan Curtis, ADE Choice/SES Coordinator▪ Clay Dones, ADE Sr. Procurement Officer
10:45 AM - 11:30 AM	Operating successful SES programs: LEA Perspective <ul style="list-style-type: none">▪ Mary Brandt, Title I Program Coach▪ Shannon Fernando, Office Specialist for Curriculum Washington Elementary School District
11:30 AM - 11:45 AM	Additional Q & As / Networking Opportunity
11:45 AM	Adjourn

An Overview of Supplemental Educational Services (SES)



Topics for today:

Funding and eligibility

[ADE SES website](#)

Program implementation

Responsibilities to LEAs

Responsibilities to ADE

Canvassing and Fairs

LEA perspectives (WESD)

Why SES?

- The Federal *law* states that LEAs with schools in Year 2 and beyond of School Improvement are required to arrange for Supplemental Educational Services for eligible students, i.e. students in poverty.
- The *reasoning* is that families who cannot or do not transfer their children to other schools need FREE options like a choice of tutoring services to help their children.

How Does SES Work?

Through a concerted effort from

- The State/ADE
- The Local Education Agency (LEA)
- The Provider and Tutors
- The Teacher/Principal
- The Parent
- The Student

What does the law ESEA Section 1116(e) say?

(1) SUPPLEMENTAL EDUCATIONAL SERVICES— In the case of any school described in paragraph (5), (7), or (8) of subsection (b), the local educational agency serving such school shall, subject to this subsection, arrange for the provision of supplemental educational services to eligible children in the school from a provider with a demonstrated record of effectiveness, that is selected by the parents and approved for that purpose by the State educational agency in accordance with reasonable criteria, consistent with paragraph (5), that the State educational agency shall adopt.

What are the LEA's Responsibilities?

Each local educational agency subject to this subsection shall—

- **(A) provide, at a minimum, annual notice to parents (in an understandable and uniform format and, to the extent practicable, in a language the parents can understand) of:**
 - (i) the availability of services under this subsection;**
 - (ii) the identity of approved providers of those services that are within the local educational agency or whose services are reasonably available in neighboring local educational agencies; and**
 - (iii) a brief description of the services, qualifications, and demonstrated effectiveness of each such provider**

continued...

LEA Responsibilities, cont'd

- (B) If requested, *assist* parents in choosing a provider from the list of approved providers maintained by the State;
- (C) apply fair and equitable procedures for serving students if the number of spaces at approved providers is not sufficient to serve all students; and
- (D) not disclose to the public the identity of any student who is eligible for, or receiving, supplemental educational services under this subsection without the written permission of the parents of the student.

Note: Many LEAs have policies prohibiting the distribution of "directory information."

Where's the money?

- SES services may be paid directly from Title I funds OR any other funds to be equivalent to 20% of the LEA Title I Allocation.
- The law requires:
 - 5% set aside for Choice Transportation
 - 5% set aside for Supplemental Educational Services
 - 10% set aside for either Choice or SES
- IF no \$\$ are spent for Choice, then all monies must be used for SES.

20 % ?

- An amount less than 20% may be set-aside *only* if the lesser amount is sufficient to serve all *eligible* children.
- LEA implementation is not funded by the SES set-aside. Additional costs are usually absorbed by other funding sources like Title I or M & O.

Who Is Eligible?

- Students must be of low income
 - 1) As determined by free and reduced lunch, or whatever indicator the LEA uses to determine low income
 - 2) Provision 2 and 3 schools - ALL students are eligible

EXCEPTIONS:

- If more eligible students request services than the LEA can fund, THEN students must be rank ordered by most academically needy.
- If ALL students are eligible, THEN rank order students by most academically needy.

Is all of the money used for tutoring?

LEAs may spend up to 1% of its 20% set-aside to assist in providing outreach to parents. Allowable expenses may include the costs of:

- Parent notification letters
- Communications to parents through media, Internet, and community partners
- Displaying information on the LEA and school websites
- Parent Fairs held by the LEA

LEA implementation is not funded by the SES set-aside. Additional costs are usually absorbed by other funding sources like Title I or M & O.

What to research first?

- Know which LEAs and schools must offer SES
- Know other providers and service areas
- Know each LEA's PPA for SES
- Know how many students can receive service
- Know who is eligible - only students from low income
- Know that **parents** select the provider

What Information is on the SES website?

- www.ade.az.gov/asd/title1/SES/
- List of [eligible schools](#)
- List of [LEA PPAs](#) for SES
- Resources
- List of Approved Providers
- List of [Provider Profiles](#) [Excel format](#)
- Short Summaries * [English](#) [Spanish](#)
- List of Approved [Providers by County](#)

Who is the LEA contact?

- A list of all LEA contacts will be emailed to you.
- LEA SES Coordinator or Federal Programs Coordinator is the **main contact** unless the coordinator designates another contact.
- LEAs may include parents, principals and/or teachers in correspondence with Providers.

What is the process for providing services to LEAs?

- Initiate contact by **email** to LEA, but generally LEAs will email providers.
- Attend LEA SES meetings. Most are mandatory.
- Inquire about the LEA's procedure for services, i.e., use of school, fee for use, time constraints, fingerprint clearances, etc.
- Sign LEA contract. The LEA purchase order is confirmation of your LEA contract.
- Offer literature on your program that can be distributed to parents, teachers and principals early in the school year.

Agreement vs. Contract

- Between Parent, Provider and LEA
 - Part of ESEA law
 - All sections mandated
- Between LEA and Provider
 - Part of fiduciary responsibility to LEA
 - Will include stipulations not included in Agreement

What is in the LEA/Provider contract?

- LEA Purchase Order number is your contract number
- Questions?

Mr. Clay Dones
Sr. Procurement Specialist

Clay.Dones@azed.gov

(602) 542-4232

Arizona Department of Education

What is the SES Agreement?

- Official record of services
- Obtained from the LEA
- Includes all information required by law

Timelines for achieving Student goals:

Intermediate and Final Timeline for Progress Reports

Signatures of all: parent/provider/LEA

- Includes Verbal Agreement, if applicable.

English

Spanish

- Original Agreement goes to LEA office

What about student goals in the Agreement?

- LEA maintains responsibility for establishing goals w/provider & parent input OR, the LEA may ask provider to write goals.
- Goals must be aligned with school curriculum.
- Goals must be **SMART**:
 - Strategic and specific
 - Measurable
 - Attainable
 - Results-based
 - Time Bound

What should be in the student folder?

- Student progress reports/AIMS scores/IEP (if applicable)
- SAIS number
- Student attendance sheet
- Schedule and contact information
- Other pertinent information

What are the my responsibilities to LEA?

- Meet with LEA Contact to discuss:
 - facilities and schedules
 - completion of contracts
 - payment schedules
 - attendance for students
 - acquisition of signatures
 - START DATE
 - progress report
 - Schedules
 - Canvassing
 - provider fair
 - plan for absences and no-shows for tutors
- Verbal Agreement
- Signing in at the school
- Name badges and Fingerprint Clearance cards (visible at all times)

Can I hire teachers as tutors?

Providers may recruit teachers and other professionals from local LEAs to be tutors unless otherwise directed by LEA. Watch for conflicts of interest.

- Request that these tutors notify schools or HR that they have been hired by XYZ Provider.
- Teachers may **not** tutor children from their own class.
- All tutors and **all other company personnel** on campus must carry a fingerprint clearance card.
- Teachers as tutors must also have company ID.

What are the Program Responsibilities to LEA?

- Submit tutor information *before* tutoring begins.
- Submit completed Agreement form within *two weeks* of assignment.
- Submit attendance sheet with request for payment (at least monthly).
- Send *timely (at least monthly)* progress reports to all stakeholders.

What about Invoices?

NOTE: LEAs must obtain a purchase order to pay for provider services. The PO number is the contract number.

- Billing reflects tutoring hours
- No Billing for snack or break time
- Pre/post testing is included in the PPA
- PPA covers all costs of tutoring
- No "gift" hours permitted

Which Forms available are on the SES website for Providers?

- Tutor Observation Form
- Parent Application in English and Spanish
- Incident Report Form
- SES Agreement
- SES Verbal Agreement
- Canvassing Agreement
- Provider end of year report forms

www.ade.az.gov/asd/title1/SES/

What changes have been made to the Parent Application?

- The **provider** or **school** (circle one) has explained in the event their tutoring class is full to capacity that I have the option of starting services for my child immediately by selecting my next provider choice or waiting until a slot becomes available to start tutoring for my child. If the class size is full, I choose to:
- _____ Move my child to the next provider choice(s) until a slot is located for my child
- _____ Stay with this provider and wait until the next session of tutoring to begin services for my child
- The **provider** or **school** (circle one) has explained that I have the option of choosing any vendor from the AZ Department of Education's Approved Provider List and the Provider has delivered a copy of the Approved Provider list to me. I have not been promised anything for signing up with this provider.
- Parent/Guardian Signature: _____

What is the Verbal Agreement form?

To be used if a parent is unable to sign in person on student goals:

- Document the call and attach form to Agreement
- Distribute copies to parent, LEA, and provider
- Obtain signature on Agreement before submitting invoice

Supplemental Education Services (SES) Parent Verbal Agreement

Authorization for Acceptance of Goals/Student Plan

District: _____ School: _____

Date Goals/Student Plan were reviewed with parent/guardian: _____

This document hereby certifies that SES Goals were developed for
_____ in consultation with the parent/guardian

Student name

_____ by telephone on _____ at

Parent/Guardian

Date

_____ by _____.

Time - AM or PM

District Representative or Provider Representative

The Goals/Student Plan are based on a compilation of the school/district's most recent Test Scores and/or a diagnostic pre assessment to be administered by
_____ Tutoring Program.

(insert tutoring company)

The Supplemental Education Services Agreement outlining the Goals/Student Plan was sent home to the parent/guardian on _____ for signature.

Date

Parent/Guardian understands that Tutoring Services cannot begin until signed agreement is returned to the District/School.

District/School representative:

Provider representative:

PRINT NAME

PRINT NAME

SIGNATURE

SIGNATURE

A Word about Canvassing, Courtesy First!



- *Advise* LEA of intentions
- *Pick up* application forms from LEA (or ADE website) Applications must include the complete list of all approved providers for the LEA service area, i.e., short summaries.
- *Distribute* applications widely but *do not* fill in for parent.
- *Leave* information for parents to read about your company
- *Do not collect or turn in* applications! All applications must be turn in by the parent.
 - Advise parent to mail application or send it to school with child.
 - Provide stamped envelope addressed to LEA.

Why include "short summaries?"

- As outlined in the Canvassing Agreement:

"Canvassers must have the complete list of approved providers for the LEA's attendance area. The list must include a brief description of each provider."

When do programs end?

- Most LEA/Provider contracts conclude June 30th of each year.
- Services end when funds are spent, at the end of the school year, or at a time previously agreed upon.
- Summer tutoring is initiated by the LEA, not the Provider.
- Provider Final reports must be submitted by June 30th to ADE.

Can a LEA terminate my Contract?



On a company basis by LEA:

- *if the provider has violated provisions that are included in the LEA contract and/or Approved Provider Application, such as:*
- provisions regarding preparing and distributing student progress reports
- invoicing and receiving payments for services
- preserving student and parent privacy
- complying with applicable health, safety, and civil rights laws, e.g., fingerprint clearance cards

What about Removal from the ADE Approved Provider list?

On a company basis by ADE:

- *If the provider has violated provisions that are to be included in the Approved Provider Application*
- *Unresolved or serious Incident Reports
Child endangerment*
- *Failure to demonstrate student academic achievement*
- *Failure to report to ADE and/or LEAs*
- *Failure to pay for SES Summit by today!*

What are my main Responsibilities to ADE SES Office?

- Insurance information
 - keep policies up-to-date and on file with SES Office
 - include sexual molestation coverage
 - refer to Insurance Requirements for Minimum Scope and Limits of Insurance
- Contact information
 - change of phone/address, etc.
 - include secondary contact information
 - change of ownership, partners, legal signers
- Contract changes
 - adhere to commitments as outlined in approved application

What are my reporting responsibilities to ADE?

- **October**

Provide list of LEAs/schools

Provide number of students

Update monthly!

- **February**

Respond to surveys as requested

- **April** (90 days prior to contract ending)

Submit any changes for upcoming year

- **June**

Submit final academic reports for students

What about Parents?

- May seek guidance from LEA
- Need to be informed about how to select a provider for their child
- Need to have input in the plan for tutoring
- Need to understand the responsibility for attending tutoring sessions
- Need to be notified of tutor absences and changes
- **SES is dependent upon parent choice**

What About Fairs?

- Abide by the guidelines of the fair
- Be sensitive to the parents
- Respect your fellow providers

NO incentives for signing up students

Incentives for program completion
limited to nominal \$25 value and must
be educationally relevant

Be careful about "give-aways"

NO sandwiches, pizzas, etc. at fairs!

What about my tutors?

- Must be ready to start within 2 weeks of assignment
- Must have **fingerprint clearance card** prior to working with students
- Must maintain student folders
- Must be provided with lesson plans and all materials
- Must sign in at school office before each session
- Must teach during tutoring-no free time, no homework help
- Must abide by LEA procedures
- Should try to collaborate with student's teacher, preferably by email

Questions?

- Help to make a better program
- Help us to collaborate
- Keep us sharp
- Email me with any and all questions and suggestions

**This program is what we create
for our students!**

RESOURCES

- *The **New** Title I: The Changing Landscape of Accountability*, Kristen Tosh Cowan, Esq., May 2007
- Tutors for Kids -
<http://www.tutorsforkids.org>
- Education Association Industry (EIA)
<http://www.educationindustry.org>
Code of Professional Conduct and Business Ethics for SES Providers, November 2005

Thank you ALL for...

- Your sincere efforts
- Your willingness to implement change
- Your assistance to new providers and coordinators
- Your service to our students

ADE Contacts

Joan Curtis, M.Ed
Coordinator, SES Program
Joan.Curtis@azed.gov

Nancy Konitzer
Deputy Associate Superintendent
Title I and NCLB Consolidated Activities
Nancy.Konitzer@azed.gov

Clay Dones
Senior Procurement Office
Clay.Dones@azed.gov

Sandra Skelton
Title I Administrative Assistant
Sandra.Skelton@azed.gov

Washington Elementary School District Contacts

Mary Brandt
Title I Program Coach
mary.brandt@wesdschools.org

Shannon Fernando
Office Specialist for Curriculum
Shannon.Fernando@wesdschools.org